



REGISTERED TAX AGENTS

**CALL TAXPRO NOW!!!**

**Salary & Wage Earners**

Ph 1: 1300 799 906

Ph 2: (08) 9240 7629

Fax: (08) 6210 1177

Email: [admin@taxproaustralia.com.au](mailto:admin@taxproaustralia.com.au)

[www.taxproaustralia.com.au](http://www.taxproaustralia.com.au)

What to have ready when we prepare your taxes:

- PAYG Payment Summaries (Group Certificates)
- Investment Income – Interest on bank accounts & dividends received on shares
- Private Health Statements
- Work-Related Expenses
  - Motor vehicle expenses
  - Travelling expenses
  - Uniforms
  - Self-educated expenses
  - Union fees
  - Seminars/ courses
  - Trade journals
  - Computer costs, including internet access
  - Mobile & telephone costs – only the work-related portion
  - Tools & equipment
  - Professional registrations
  - Sun protection costs
- Donations
- Any other information you consider may be necessary

\*Review the checklist, sort relevant documents/ receipts, and keep them for at least five years\*